



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1211**

POLICY ON SELECTION OF OUTSTANDING FACULTY ADVISOR

1. Purpose

The purpose of this policy is to promote greater uniformity and understanding in the selection of outstanding faculty advisors while maintaining sufficient flexibility to meet the unique requirements and programmatic needs of each college.

2. Outstanding Faculty Advisor Selection Committee

Each college shall establish a procedure for election of an Outstanding Faculty Advisor Selection Committee subject to the following restrictions:

- a) The committee shall have both faculty and student representation.
- b) The majority of the members will be faculty and each college shall determine the number of faculty and students who will be part of the committee.
- c) Faculty committee members shall be elected by a majority vote of the probationary and tenure-track faculty.
- d) No department or academic program shall have more than one faculty representative on the committee unless all departments or programs are represented.
- e) Student representatives will be appointed by the Council or equivalent student organization for the college.

3. Selection Process

Each college shall establish a process for selection of an Outstanding Faculty Advisor subject to the following restrictions:

- a) There shall be a call for nominations from faculty and students. The call for nominations shall include the selection criteria.
- b) Nominations made by faculty and students shall receive the same consideration.



- c) All input on nominees' performance shall be used solely for the purpose of selection of the Outstanding Faculty Advisor.

- d) The nominees shall be given the opportunity to accept or reject the nomination.



- e) Nominations shall include a statement to the Selection Committee addressing the nominee's performance vis-à-vis the selection criteria.
- f) Faculty shall not solicit material in support of their own nomination.
- g) No faculty member shall be selected to receive the award of the Outstanding Faculty Advisor more than three times in any five-year period.
- h) In the event that members of the committee become nominees, those members must recuse themselves from the committee decision.

4.0 Selection Package Preparation and Submission

The Selection Committee shall prepare and submit a selection package to the Associate Provost with copy to the Dean's Office, which includes:

- a) The name of the Outstanding Faculty Advisor;
- b) The nomination statement(s) that was received by the Selection Committee for the Outstanding Faculty Advisor;
- c) The Selection Committee's evaluation of the Outstanding Faculty Advisor based on the selection criteria;
- d) The name of the student who will introduce the Outstanding Faculty Advisor on the day of the reception.
- e) A summary of the selection procedure.

5.0 Selection Criteria

Selection of the College Outstanding Faculty Advisor shall be based on criteria from the following list. It is not expected or required that faculty advisors meet all of these criteria.

The nominee:

- a) Communicates with advisees professionally, allowing an appropriate amount of time to discuss a variety of subjects related to advisees' educational programs, including and recognizing their unique backgrounds and needs;



- b) Assists advisees in assessing their interests and abilities, examining their educational goals, and developing short-term and long-term plans to meet their objectives;



- c) Periodically reviews the academic progress of the advisees and its impact on achievement of goals and seek practical, thorough, innovative, and timely solutions to advisees' problems;
- d) Makes advisees aware of, and refers them to, qualified persons and educational, institutional, and community resources, programs, and services;
- e) Understands, interprets, and accurately communicates policies, procedures, and information to assist advisees to make well-informed academic decisions; and
- f) Seeks opportunities to grow professionally as an advisor and shares his or her advising philosophies and techniques with colleagues.